



Help Me Grow Kern County – Care Coordinator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 8 **FLSA Status:** Non-Exempt **Date Approved:** 08/05/2021

SUMMARY:

Responsible for supervising and monitoring the overall effectiveness of the Help Me Grow Kern County (HMGKC) process; providing feedback to key professionals/organizations, parents, and medical providers working with the children to improve effectiveness of the HMGKC system; and delivering reports on the HMGKC system to responsible parties in the community. The HMGKC Care Coordinator will work with the Coordinating Body and the HMGKC community partners to address system improvement as needed.

SUPERVISION RECEIVED:

Receives supervision from the 2-1-1 Administrator with dotted line performance reporting to the HMGKC Coordinating Body.

SUPERVISION EXERCISED:

Development Specialists

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

- Coordinate the efforts of the HMGKC community to ensure that work is done properly in conjunction with the vigorous involvement of the HMGKC Coordinating Body
- Monitor the overall effectiveness of the HMGKC program
- Provide feedback to professionals/organizations, parents, and medical providers working with the children to improve effectiveness of the HMGKC system
- Deliver reports on the HMGKC system to responsible parties in the community
- Reporting platform and HMGKC Customer Management Relationship (CRM) system oversight
- Work with the HMGKC Coordinating Body to set long-term and annual goals
- Secure the resources needed to achieve long-term and annual goals and to resolve problems which may arise
- Work with the Coordinating Body and the HMGKC community partners to address system improvement as needed.
- Work with the HMGKC Coordinating Body to set long term and annual goals to include outreach and training support to community partners.
- Design and implement an enduring outcome evaluation process which will provide feedback on the impact of the HMGKC program on the well-being of the children and families which are served.
- Develop and implement an enduring process evaluation which will provide feedback on the effectiveness (quality) and the efficiency (timeliness and cost) of developmental and behavioral screening, assessment, referral, and treatment.

- Assist in converting the evaluation data into quarterly feedback for those in the HMGKC process and work with them to develop improvement plans.
- Monitor improvement plans
- Work with the designated local call center (CAPK 2-1-1) and community screeners (Human Services, Kern Regional Center, Kern County Behavioral Health and Recovery Services, Public Health, Public Schools, Pediatricians, Head Start, Early Head Start, Child Care Providers, Managed Care Providers, and others as deemed relevant) to develop and implement a training program and schedule of events.
- Incorporate multi-media avenues for training as determined by the HMGKC Coordinating Body and the HMGKC partners based on plans and results of the implementation of HMGKC.
- Work with volunteer parents, local call center and community screeners (Human Services, Kern Regional Center, Kern County Behavioral Health and Recovery Services, Public Health, Public Schools, Pediatricians, Head Start, Early Head Start, Child Care Providers and others as deemed relevant) to develop and implement an annual plan for the expansion of screening
- Monitor the implementation of the plan in a manner which reflects the capacity for assessment and treatment
- Provide support for those who are screening – availability of the ASQ and training, as needed
- Periodically conduct an audit of the existing treatment resources
- Convert the information from the audit into a practical listing of resources which can assist local professionals when they need to facilitate a referral
- Continually update the list of resources
- Identify gaps in screening, assessment, and treatment resources and, in collaboration with local schools and professionals, develop a plan to increase the availability of needed treatment
- Provide referral and case review updates during HMG Committee Meetings
- Supervise the HMGKC Development Specialists
- Delegate work appropriately to HMGKC Development Specialists to ensure progress on HMGKC long-term and annual goals
- Thoroughly understand and occasionally perform duties of Development Specialist when temporary coverage is necessary
- Maintain a strong network by fostering good relationships with community stakeholders, key staff/board members at funding institutions, government entities, and local non-profits
- Occasionally represent CAPK at key HMGKC events, delivering speeches or presentations when required
- Work with key CAPK staff to establish timelines and meet objectives identified in the CAPK Strategic Plan related to the HMGKC program
- Partner with CAPK communications team to ensure quality and consistency of promotional materials, press releases, quarterly newsletters, annual reports, as well as website and social media content

B. Other Job Specific Duties:

- Review and coordinate budget preparation, monitor expenditures and revenues for program and contracts, and coordinate required periodic program and fiscal reporting.
- Perform special assignments/projects and other duties as assigned by Supervisor.
- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.

- Work alternative hours if occasionally required, including nights and weekends.
- Perform other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Project management and working with multiple community stakeholders
- Research methods, program design, and evaluation tools
- Effective communication strategies
- Supervision, evaluation, and training of staff
- Budgets and fiscal reporting
- Excellent written and verbal communication skills, including public speaking
- Computer software programs such as Microsoft Word, Excel and Power Point, Access
- and other database management systems
- Developmental disabilities and established risk conditions that may result in developmental disabilities and high-risk conditions for a developmental disability and related service providers
- Resources to teach inquiring clients self-advocacy skills in understanding essential networks and navigating systems

Ability to:

- Prioritize, stay organized, and manage deadlines in fast-paced environment
- Lead a team of staff with diverse skills and backgrounds
- Work independently
- Exercise sound, independent judgment within general policy guidelines
- Provide guidance, interpret, and explain policies and procedures
- Understand and apply written regulations and instructions
- Work with accuracy and attention to detail
- Develop and maintain strong working relationships with the HMGKC community
- Establish strong working relationships with other CAPK staff
- Communicate respectfully and effectively with CAPK clients, external stakeholders, media, and the public

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor’s degree in Child Development or related field
- Must have completed a minimum of twelve (12) semester units of course work in early childhood education or child development (excluding field work), including at least one course of at least three (3) semester units in each of the following core areas:
 - Child/human growth and development
 - Child, family, and community, or child and family relations
 - Early Childhood Education programs/curriculum

- One (1) year of experience working in the Child Development field
- Three (3) years of progressive and related experience in a coordinator or supervisory position, overseeing projects, research, and/or program delivery.
- Experience in a non-profit or government agency is desirable, including familiarity with grant-funded programs, project management, and stakeholder reporting/communication.

OTHER REQUIREMENTS:

- Possession of a valid California driver’s license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout
- Completion of a physical, substance abuse screening and TB screening upon offer of employment
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Completion of developmental screening training within 60 days of employment
- Must have access to reliable transportation to arrive to work and attend required job duties in which you will be reimbursed mileage for work related travel
- Bilingual language fluency (English/Spanish) required

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Help Me Grow Kern County – Care Coordinator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X

Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X					